

12 December 1952

MEMORANDUM FOR: Assistant Director, Scientific Intelligence  
Assistant Director, Research and Reports  
Assistant Director, Current Intelligence  
Assistant Director, Collection and Dissemination

SUBJECT: Building Supply Officer for Buildings C, M, [ ]  
11, 13, and 14

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1. At the request of [ ] of the Office of Procurement and Supply, the following representatives of offices quartered in the buildings listed in subject above met with [ ] on 9 December:

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[ ]	1529 M Building	Extension 5681	CSI
	1128 M Building	Extension 2485	ORR
	2028 G Building	Extension 0548	CCI
	[ ]	Extension 2628	CCD

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25X1A9A Also present were [ ] (Building Supply Officer for L Building);  
[ ] CCI; and [ ] ORR.

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2. [ ] informed those at the meeting that, effective 1 January 1953, a Building Supply Officer would be assigned responsibility for subject buildings. He will be located in 1152 G Building and will be responsible for expendable and non-expendable property and for purchase and service requirements.

3. One problem involves accomplishing a physical inventory of the non-expendable property in the subject buildings. It was agreed that on Saturday, 13 December, and Sunday, 14 December such an inventory would take place; this was subsequently postponed until sometime after 1 January 1953.

4. It was recognized that, in addition to the inventory, considerable problems remained to be solved. The undersigned reminded those present of

*Administrative Note*

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the function and mission of [redacted] who has been designated Special Assistant/ Administration (DDI) and who was unable to attend this conference. It was suggested that [redacted] services will be available to those concerned with implementing the functions of the new Building Supply Officer. It was the sense of the meeting that the creation of such an officer would be of great ultimate benefit to the Offices concerned and that the Offices might well establish a single point of control for the relations of each Office with the Building Supply Officer. 25X1A9A

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[redacted]  
Office of Intelligence Coordination

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OIC: [redacted] db (12 December 1952)

Distribution:

O&I - [redacted] 25X1A9A  
1 - [redacted]